

Skilled Carpenter

DEPARTMENT:	Maintenance	REPORTS TO:	Service Manager
WORK SCHEDULE:	12 months	COMPENSATION:	Support Staff Salary Schedule
FULL/PART TIME:	Full time	FLSA STATUS:	Non-exempt

Position Description

The Carpenter position supports the district by performing skilled carpentry and painting in the maintenance of walls, partitions, floors, doors, windows, furnishings, fixtures, and equipment for buildings. This position is also responsible for constructing durable furniture and making building modifications to provide a safe and functional environment for Kirkwood School District staff and students.

Task Title	Essential Job Functions	Percent of Time Spent
Repair and Maintenance	<ul style="list-style-type: none"> ● Maintain, repair, and install windows and drop ceilings. ● Repair, replace and install doors, locks, and architectural hardware ensuring compliance with building and safety codes. ● Cut new or duplicate keys. ● Install, maintain, and repair various types of flooring such as ceramic, hardwood, rubber, vinyl, concrete and tile within the buildings of the District. ● Utilize general masonry knowledge to maintain brick, block and stone walls and poured concrete surfaces such as walks, floors, walls, steps, and foundations. ● Maintain, repair, and replace athletic field structures to provide safe practice facilities for students and community. ● Maintain and repair commercial and residential roofing such as: low slope, rubber, TPO, single-ply, modified build-up, slate and architectural shingled utilized on District facilities. ● Determine cause of leaks and best repair method utilizing skilled roofing industry practices. ● Communicate with customers to assess needs and schedule work. 	55%
Carpentry	<ul style="list-style-type: none"> ● Assemble and construct cabinets and shelving. ● Build, maintain and repair drywall and plaster walls. ● Construct, assemble, and repair general classroom, office, and cafeteria furniture. ● Install, maintain, and repair shades and blinds. 	25%
Painting	<ul style="list-style-type: none"> ● Safely remove old coatings and paints. Properly clean and prepare surfaces. 	10%

Task Title	Essential Job Functions	Percent of Time Spent
	<ul style="list-style-type: none"> Apply appropriate primer, sealer, paint, and other coatings. 	
Installation	<ul style="list-style-type: none"> Replace or install visual display boards (white boards, bulletin boards, electronic bulletin boards, televisions, ActivBoards and smart boards). 	10%
Other	<ul style="list-style-type: none"> Other duties as assigned. 	

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees/
- **Supervisory Activities:** None.
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact a small team or program.

Qualifications

Required

- **Education:** High school diploma/GED
- **Previous Work-Related Experience:** 4-6 years
- **Licensure:** Driver's license required to travel between job sites.
- **Certificates, Certifications, or Other Training:** Vocational school certification

Preferred

- Two-year college or technical degree in the building trades preferred.
- Ability to read Blue Prints

Knowledge & Skills

Knowledge

- **Basic:**
 - Computers/IT: Electronic equipment, and computer hardware and software, including applications.
 - Law/Government: Local, state, and national laws and government regulations including fire codes, ADA requirements, building codes, and KSD Board of Education policy
- **Intermediate:**
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
- **Advanced:**
 - Skilled Trades and Construction: Materials, methods, and the tools involved in the construction or repair of buildings or other structures including paint, locks, power tools, roof repair, and floor installation.
 - Customer and Personal Service: Principles and processes for providing customer and personal services.
- **Expert:**

- Machines/Tools: Machines and tools, including their uses, repair, and maintenance.

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Time Management
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Mathematics, Service Orientation, Judgement/Decision-Making, Equipment Selection, Installation
- **Occasionally (Up to 2.5 hours or 32% of the day):** Reading Comprehension, Speaking, Active Listening, Critical Thinking, Management of Material Resources, Coordination, Instruction, Complex Problem Solving, Systems Analysis, Repairing, Equipment Maintenance
- **Rarely (Less than 1 hour or 12% of the day):** Science, Writing, Active Learning, Learning Strategies, Monitoring, Negotiation, Persuasion, Social Perceptiveness, Systems Evaluation, Operation and Control, Operation Monitoring, Quality Control Analysis, Troubleshooting

Working Conditions

Physical Demands

- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Crouching/Kneeling, Walking, Carrying/Lifting, Climbing, Reaching, Repetitive Motion
- **Occasionally (Up to 2.5 hours or 32% of the day):** Crawling, Standing, Balancing, Finger Dexterity, Multi-limb Coordination, Pulling/Pushing, Hearing, Color Vision
- **Rarely (Less than 1 hour or 12% of the day):** Sitting

Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Heavy work:* Exerting 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Working Environment

- *Moderate risk and discomfort level:* The work involves moderate risks or discomforts that require basic safety precautions, e.g., working around moving parts, carts, or machines; exposure to contagious diseases or irritant chemicals. Employees may be required to use common protective clothing or gear, such as masks, gowns, coats, boots, goggles, gloves, or shields. Occasionally work in extreme heat or cold.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

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